M · I · I
Medicaid
Integrity
Institute

American Academy of Professional Coders

CPC EXAM AND REGISTRATION INFORMATION

CPT Coding Training Participants,

Congratulations on completing HcPro's Certified Coder Boot Camp program! Your next step to obtaining medical coding certification is to register for and take AAPC's CPC certification exam. Please find below instructions on how to begin this process.

> **Step 1: Within 30 days upon completing CPT coding training at the Medicaid Integrity Institute (MII), you will need to select your exam testing date, determine your testing site, and notify the MII of your test date and location. *A complete AAPC exam registration package is attached.***

You will need to schedule your testing date within 1 year of completing the MII CPT coding training. The AAPC has a very active local chapter network. Most local chapters hold certification exams on a regular basis. You should be able to find a local chapter exam site in your area (or at least within driving distance). To locate a local chapter exam site in your area, search by state at: http://www.aapc.com/certification/locate-examination.aspx or call the AAPC at 800-626-2633 (ask for the exam department).

There is a two-year experience requirement in order to be eligible for the CPC certification. The two-year requirement may either be two years of on-the-job coding experience or a combination of one-year on-the-job coding experience plus an 80-hour coding course. AAPC defines "on-the-job" experience that includes working with CPT®, ICD-9-CM, or HCPCS code sets. If you do not have at least 24 months of experience, you can still take the CPC exam, however, you will need to apply to take the exam as a CPC-Apprentice (CPC-A) by checking the "CPC-Apprentice" box on the exam application. Once you gain and verify the required experience, the AAPC will convert the CPC-A credential to a CPC (you will not have to retake the exam).

Step 2: Once you have completed your exam application, you will need to submit the packet to AAPC.

Do not register online for the exam. You will need to either fax the exam application with required supplemental documentation to Ms. Kris Taylor at (801) 236-2258 or scan the documents and send your application packet via email to Kris.Taylor@aapc.com. Please indicate on your fax cover sheet or email that you are a MII student with examination and membership registration fees paid in full. You must submit your completed application with supplemental information to AAPC at least four weeks before your scheduled testing date.

* Please note that you are responsible for making sure that everything is in order with the AAPC with regard to your exam registration.

Step 3: Keep the MII informed of your progress during the testing process.

We ask that you please update us on your certification and testing process. Simply send an email and attach an AAPC travel confirmation form to MII@usdoj.gov when you have successfully submitted your exam application and have a confirmed testing date. Once you travel to your testing site, we ask that you please submit a travel voucher within 5 business days for reimbursement of travel expenses incurred. You can find the AAPC travel confirmation and the travel voucher forms on the MII website: http://www.usdoj.gov/usao/eousa/ole/mii/. Lastly, once you have received your testing results; please email the MII once more to indicate either pass or fail.

*Unsuccessful examinees may retake the same type examination one time at no additional charge. Retakes must be taken within one year of the initial exam. The MII will not cover travel-related expenses to retake the exam.